



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE  
REAL ESTATE COMMISSION  
REAL ESTATE EDUCATION COMMITTEE**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

**PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE**

**MEETING DATE AND TIME: Thursday, October 5, 2017 at 9:30 a.m.**

**PLACE: Division of Professional Regulation  
861 Silver Lake Boulevard, Cannon Building  
Second Floor Conference Room A  
Dover, Delaware**

**MINUTES FOR APPROVAL: 11/2/2017**

**MEMBERS PRESENT**

Barbara Brodoway, New Castle County, Public Member, Chairperson  
Michael Rushe, Kent County, Public Member, Vice-Chairperson  
Sal Sedita, Sussex County, Professional Member  
Chrissy Steele, Sussex County, Professional Member  
Juli Giles, New Castle County, Professional Member  
Judy Dean, Sussex County, Professional Member  
Denise Tatman, Sussex County, Public Member

**MEMBERS ABSENT**

Tom Burns, Kent County, Professional Member  
Debbie Oberdorf, Kent County, Professional Member

**DIVISION STAFF**

Eileen Kelly, Deputy Attorney General  
Nicole Williams, Administrative Specialist III

**OTHERS PRESENT**

Dee Hake of Central Delaware Real Estate Academy

**CALL TO ORDER**

Ms. Brodoway called the meeting to order at 9:40 a.m. The Committee members reviewed the applications submitted from the Course Providers and Instructors.

**REVIEW OF MINUTES**

The Committee reviewed the minutes from the September 7, 2017 meeting. Ms. Tatman moved, seconded by Mr. Rushe, to approve the September minutes as amended to state that she was in fact present not absent. By unanimous vote, the motion carried.

## **UNFINISHED BUSINESS**

### **Review and Clarification of Education Guidelines for New Instructors for Pre-Licensing Courses**

Ms. Brodoway advised that the Committee needs to discuss parameters for new instructors for pre-licensing and to discuss speakers for pre-licensing. Ms. Kelly advised the Committee to amend the agenda to include the guest speaker's discussion. Mr. Sedita moved, seconded by Ms. Dean, to amend the agenda to include the discussion of guest speakers for pre-licensing courses. By unanimous vote, the motion carried.

Ms. Brodoway stated that there should be time limits set for guest speakers with regards to the pre-licensing course as currently the education guidelines do not have a set limit of time designated to guest speakers. Ms. Kelly advised of the guidelines pertaining to instructors for pre-licensing, specifically 5.14.4, which states: "no more than 1 primary instructor from any one real estate firm will be allowed. Additionally, when a specialized topic is presented, it is encouraged that a specialist be used for that particular session, e.g., an environmentalist to cover environmental concerns including soil analysis, septic systems, etc." The committee will present the Commission with a request to allow the Committee to work on proposed amendments to the education guideline 5.14.4 to set time limits.

The Committee then began their discussion about new instructor guidelines for pre-licensing courses. Ms. Brodoway addressed the issue in retrospect to Erica Wolfe's submitted instructor approval, which had been previously denied. Ms. Kelly advised that there are concerns with the education guidelines especially with regards to Ms. Wolfe's instructor application. Ms. Kelly advised that education guidelines 10.1.2 and 10.1.2 are overly subjective and need to be clarified, even though 10.2 gives the Committee and the Commission more specifics when reviewing instructor qualifications. There is no requirement within the education guidelines that clearly states the applicant for instructor approval has to have at least five years as an attorney. Ms. Kelly advised that the guidelines should have more objective criteria for reviewing applications. She also suggested adding language that an applicant can request an appeal of the Committee's decision in writing by way of a written letter of request addressed to the Commission. Furthermore, Ms. Kelly suggested possibly striking 10.1.1 and 10.1.2 from the education guidelines in that they provide no objectivity.

Ms. Brodoway stated that the criterion of five years' experience as an attorney was established well before she even became a Committee member and has been general practice. The Committee's intent is that all new instructors should have to teach a module to provide him or her with relative teaching experience before being approved to teach a pre-licensing course. The Committee will submit a request before the Commission to revise the guidelines for pre-licensing instructor approval and module course approval as the guidelines need to be clearer.

Ms. Kelly also advised that the denial of a course provider or instructor application should be noted in the minutes with the specified regulation as well as reflected in the denial letter. The Committee determined that Ms. Wolfe's reason for denial was that she did not meet education guideline 10.2 as she does not have the five years of experience in her area of expertise, Real Estate law, which is required for teaching a pre-licensing law course. Ms. Williams will provide the denial reason in the minutes as well as in the denial letter that is sent to the instructor or course provider.

The Committee discussed tabling Michael Isaac's instructor application in order to provide Mr. Isaacs the opportunity to provide clarification on what specific topics he wishes to teach. Mr. Rushe moved, seconded by Ms. Steele, to table Mr. Isaacs's instructor application for further clarification. Ms. Williams will send a tabled application notice to Mr. Isaacs.

### **Discussion of content of the course modules**

The Committee tabled the discussion of course modules content until the November meeting, when Mr. Burns will be in attendance.

## **NEW BUSINESS**

### **Update from Commission**

Ms. Williams provided the update, stating that the Commission approved the Education Committee report and upheld the Committee's decision to deny Erica Wolfe's instructor application to teach the Real Estate Law pre-licensing course. Ms. Wolfe and Mr. Schoenbeck were in attendance to address the Commission directly. Additionally Dee Hake was present last Commission meeting regarding the Committee's denial of the pre-licensing course for Central Delaware Real Estate Academy, which the Commission again upheld the Committee's decision to deny the approval for the pre-licensing course.

### **Review of Course Provider Application(s)**

Mr. Sedita moved, seconded by Ms. Giles, to recommend approval, contingent approval, denial, or tabling, of the following course provider applications as noted below. By unanimous vote, the motion carried.

#### **New Castle County Board of REALTORS®**

REALTOR® Safety & Self Defense **Approved**

Module(s): 7

Credit Hours: 3

50 Shades of Contracts-An Advanced Look at the Agreement of Sale **Approved**

Module(s): 3

Credit Hours: 3

#### **Nicholas Quercetti, Jr.**

Reverse Mortgage for Purchase **Approved**

Module(s): 7

Credit Hours: 3

#### **Association of Realtors School**

New Disclosure Forms: What You Need to Know **Approved**

Module(s): 3 OR 5

Credit Hours: 3

Ethics in Real Estate **Approved**

Module(s): 2

Credit Hours: 3

1031 Tax Deferred Exchanges **Approved**

Module(s): 6 OR 7

Credit Hours: 3

#### **The CE Shop, Inc.**

New Salesperson Module 1: Professional Standards in Real Estate **Approved**

Module(s): New Licensee Module 1

Credit Hours: 3

New Salesperson Module 2: Agreement of Sale/Buyer Representation **Approved**

Module(s): New Licensee Module 2

Credit Hours: 3

New Salesperson Module 1: Real Estate Documents/Seller Representation **Approved**

Module(s): New Licensee Module 3

Credit Hours: 3

New Salesperson Module 1: Real Estate Professionalism **Approved**  
Module(s): New Licensee Module 4  
Credit Hours: 3

Central Delaware Real Estate Academy  
Pre-Licensing Course **Approved**  
Module(s): Pre-Licensing  
Credit Hours: 99

Coldwell Banker Residential Brokerage School of Real Estate  
Delaware Pre-Licensing Course **Approved**  
Module(s): Pre-Licensing  
Credit Hours: 99

RHIS Training  
Environmental Issues and the Ordinances that Govern Them **Approved**  
Module(s): 6  
Credit Hours: 3

Coldwell Banker Resort Realty  
Coldwell Banker Brand Resources **Approved with Ms. Steele abstaining.**  
Module(s): 7  
Credit Hours: 3

Delaware Association of REALTORS®  
Professional Standards **Approved**  
Module(s): 2 and 7  
Credit Hours: 6

Ombudsman & Mediation Services **Approved**  
Module(s): 2 and 7  
Credit Hours: 6

Ward & Taylor  
50 Shades of Contracts: An Advanced Look at the Agreement of Sale **Approved with Ms. Brodoway abstaining.**  
Module(s): 3  
Credit Hours: 3

Be a Hero to Your Client **Approved with Ms. Brodoway abstaining.**  
Module(s): 3 OR 6  
Credit Hours: 3

Short Sales & Foreclosures **Approved with Ms. Brodoway abstaining.**  
Module(s): 6  
Credit Hours: 3

Credit 101 **Approved with Ms. Brodoway abstaining.**  
Module(s): 7  
Credit Hours: 3

### **Review of Instructor Applications**

Mr. Burns moved, seconded by Ms. Dean, to recommend approval, contingent approval, denial, or tabling, of the following instructor applications as noted below. By unanimous vote, the motion carried.

**Noelle Barbone**                      **Approved**

Continuing Education Module(s): Modules 2, 4, and 7-Qualifying a Seller to Sell; Buyer Agency; Ethics; Office Management; Contracts; Negotiation; and RESPA

**Dominic Cardone**                      **Approved**

Continuing Education Module(s): Modules 1, 2, 3, 4, 5, 6, and 7-ABR; Green 100; Green 200; Green 300; Ethics; Agency; Short Sales; Standard Forms; RE Marketing Reboot; SRES; SRS; New Home Sale; Relocation Sales

**Albert Hughes**                      **Approved**

Continuing Education Module(s): Module 7-Demographic Analysis; Real Estate Market Cycles; RE Valuation; Income Capitalization; Millennial Generation; Commercial

**Lester Albright**                      **Approved**

Pre-Licensing Course(s): Orientation; Real Estate Mathematics

Broker's Course(s): Financing; Mathematics

**Erica Wolfe, Esq.**                      **Denied – Does not meet requirement of 10.2**

Pre-Licensing Course(s): Real Estate Law

**James Cassidy**                      **Approved**

Continuing Education Module(s): Module 2

**Todd Keffer**                      **Approved**

Continuing Education Module(s): Module 7-Coldwell Banker Brand Resources

**Michael Isaacs**                      **Tabled – Need clarification of requested courses he will teach**

Continuing Education Core Modules (s): New Licensee Modules 1-4

Continuing Education Module(s): Modules 1, 2, 3, 4, 5, and 6

Pre-Licensing Course(s): Orientation; Real Estate Sales; Real Estate Law; Real Estate Mathematics

**John Kerrigan**                      **Approved**

Continuing Education Module(s): Modules 6; 7-Lead; Radon; Water; Construction; Personality Typing; NLP; Stucco; Pest Control; Mold

### **CORRESPONDENCE**

There was no correspondence for the Committee to review or discuss.

### **OTHER BUSINESS BEFORE THE COMMITTEE** (for discussion only)

There was no further business before the Committee.

**PUBLIC COMMENT**

Ms. Hake addressed the Committee to inquire when she can teach the pre-licensing course. Mr. Sedita advised that the course cannot be taught until the Commission approves after their meeting on the 12<sup>th</sup> of October.

**NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday November 2, 2017 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. Dean moved, seconded by Ms. Giles, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 11:14 a.m.

Respectfully submitted,



Nicole M. Williams  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*